

Opening Date: April 28, 2014
Closing Date: Open Until Filled
Work Location: Austin, TX
Posting Number: 14-59
Monthly Salary: \$8,391 Mo. * Salary commensurate with education and experience
Group/Class: B29/ 1623
Travel: <10%
Division: Water Supply and Infrastructure
Number of Positions: 1
Position Number: 1488

JOB VACANCY NOTICE

Assistant Deputy Executive Administrator (Director IV)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701 or via facsimile (512) 463-7644. Refer to
Human Resources (512) 475-2142 Equal Opportunity Employer*

Job Description

Serves as the Assistant Deputy Executive Administrator for Water Supply and Infrastructure. Reports to the Deputy Executive Administrator for Water Supply and Infrastructure. Assists in directing the ongoing operations and provides strategic direction for state and regional water planning, infrastructure financial assistance, engineering review and inspection, and water use and projections functions of the Board. Assists in the oversight of the project-level activities of several state and federal grant and loan programs, including assessment of the fiscal and managerial capabilities of governmental and private entities to enter into and successfully execute financial and contractual obligations with the TWDB.

Essential Job Functions

- Provides advice and support to the Deputy Executive Administrator on matters related to the Office of Water Supply and Infrastructure.
- Makes recommendations to the Deputy Executive Administrator regarding criteria for project-related program administration.
- Responsible for program and individual project compliance with state and federal laws, rules and regulations.
- Assists in directing the development of the 50-year state water plan.
- Assists in the oversight of support to the state's 16 regional water planning groups in their goal of developing regional water plans by the statutory deadline.
- Develops and reviews policies, procedures, guidelines, rules, and regulations, and establishes priorities, standards, and measures for meeting goals for all divisions of the Office of Planning, Project Finance, and Construction Assistance.

Minimum Qualifications

- Ten years of progressively responsible professional work experience with municipal finance, managing projects and staff (including multi-disciplinary teams), public works construction and state/federal financial assistance program administration.
- Experience and education may be substituted for one another on a year-for-year basis.

Knowledge, Skills, and Abilities

- Knowledge of Texas political subdivision laws and administration.
- Knowledge of Texas water laws and administration.
- Ability to write and present complex financial and technical data and make recommendations to public officials and industry experts.
- Ability to manage multiple priorities in a deadline oriented environment.
- Ability to maintain high level effective working relationships with agency personnel, Board Members, consultants, and government officials.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/11



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

Job Vacancy Notice (cont.)

Posting number 14-59

Remarks

- Copy of required academic transcripts and/or licensures and copy of driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.